

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	21-03-2026 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	21-03-2026 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Chandigarh
विभाग का नाम/Department Name	Municipal Corporation, Chandigarh
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Chandigarh
वस्तु श्रेणी /Item Category	Manpower Outsourcing Services - Minimum wage - Semi-skilled; High School; Admin
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	10 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	61200

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	18

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and

Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Commissioner
Chandigarh, Municipal Corporation, Chandigarh, N/A,
(Commissioner, Municipal Corporation, Chandigarh)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated

cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of work & Job description:[1773222727.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per complied with The Code on Wages Act:[1773222877.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; High School; Admin (9)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Semi-skilled
Educational Qualification	High School
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	No
Name of states/ UT for geographical presence is required	Not Applicable
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Designation	Security Guard

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परिषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परिषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Rajinder Singh	160036,Executive Engineer MCPH Division No.3 Water Works Sector 37-A	9	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 710.14 • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.47 • EPF Admin Charge (INR per day) : 2.47 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 59.18 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 12

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. **Generic**

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

2. **Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

3. **Generic**

The buyer organization is an institution eligible for concessional rates of GST as notified by the Government of India. The services for which bids have been invited fall under classification of GST concession and the conditions for eligibility of concession are met by the institution. A certificate to this effect will be issued by Buyer to the Seller after award of the Contract. Sellers are requested to submit their bids after accounting for the Concessional rate of GST.

Applicable Concessional rate of GST :

100

%

Notification No.and date :

12/2017

dated

28/06/2017

4. **Payment**

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

5. **Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

6. **Forms of EMD and PBG**

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

Commissioner Municipal Corporation Chandigarh.

Account No.

41189094895

IFSC Code

SBIN0000628

Bank Name

State Bank of India

Branch address

SBI, Main Branch, Sector 17, Chandigarh.

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Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

7. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

Commissioner Municipal Corporation Chandigarh.

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of

contract.

8. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

Commissioner Municipal Corporation Chandigarh.

Account No.

41189094895

IFSC Code

SBIN0000628

Bank Name

State Bank of India

Branch address

SBI, Main Branch, Sector 17, Chandigarh.

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

9. Purchase Preference (Centre)

Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 100% of total value.

10. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

11. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

11. Buyer Added Bid Specific ATC:	
11.1	The contractor/Agency should successful fulfil the eligibility criteria of past experience of similar service. <u>Similar service means having successfully supplied the staff on outsourced basis.</u>
11.2	The bidder/agency in its past experience must have Labour Licence of at least 7 5% of manpower in a single contract. The copy of the same shall require to be uploaded by the bidder/agency.
11.3	The policy on "POLICY ON BLACKLISTING, 2009" issued vide Finance Department, Chandigarh Administration vide Notification No. 1927-F& PO (3)-2009/1170 dated 27.02.2009 shall be applicable in case of failure /default in meeting the contractual obligations by the Agency.

11.4 **AFFIDAVIT for Black-listing/Debarring on non-judicial stamp paper of Rs.100/- :-**
The intending bidder shall furnish an AFFIDAVIT duly attested by Notary Public/ First class Magistrate ON STAMP PAPER as per SPECIMEN and Scanned copy of the same covering all points duly attested shall require to be uploaded by the Bidder/Contractor during the period of bid submission, failing which bid shall not be considered.

11.4.
1 **SPECIMEN :**

AFFIDAVIT

I/weProprietor/..... of M/s.....having registered address at do hereby solemnly declare and affirm as under:-

- a) That I/We hereby declare that I am /we are not under liquidation, court receivership or similar proceedings and am/we are not bankrupt.
- b) That I/We hereby declare that I am /we are not *Debarred/ Suspended/ Blacklisted* by any Govt./ Semi Govt./ Board/ Corporation/ Private firms on the date of submission of bid.
- c) That I/We undertake and confirm that eligible similar works (s) has/ have not been executed through another contractor on back to back basis. Further it is undertaken that, if such a violation comes to the notice of the Department, then I/We shall be debarred from tendering in MUNICIPAL CORPORATION, CHANDIGARH in future forever. Also, if such a violation comes to the notice of the Department, the Engineer-in-Charge shall be free to forfeit the entire amount of Performance Guarantee deposited by me/us.
- d) That the deponent hereby undertakes that no complaint/FIR has been registered/no criminal proceedings against the proprietor/firm/any partner(s) of the firm or its Director(s) is pending/ on going in any Court of law regarding execution of any project/ work executed/ being executed by me/us. If such a fact comes to the notice of the Department at any stage, the Engineer-in-Charge shall reject the tender/bid straightway without assigning any reason.
- e) That I am/we are aware that in case any discrepancy/ false statement is found, it will lead to rejection of my/our bid/tender and the Department will debar/Blacklist the proprietorship/firm/company/ Agency as per the *POLICY OF BLACKLISTING* issued by Chandigarh Administration vide Notification dated 27.02.2009.
- f) *That I/We undertake that in case upon becoming the **successful bidder** and the work is awarded to me /us, then the wages to the staff deployed on the contract shall be paid as per the minimum wages fixed by MC Chandigarh from time to time.*
- g) *That I/we undertake that apart from the minimum wages as per fixed rates, I/we shall pay the statutory charges such as EPF & Admn. Charges and ESIC as per provision of the Govt. rules and self-attested copies of the documentary evidence of having deposited the same with the concerned authorities shall be provided to the Department.*
- h) That I/We hereby declare that I am /we shall abide by terms & conditions of bid document and ATC as mentioned in this GeM bid notice.**

(DEPONENT)

VERIFICATION:

Verified on dated at, that the above contents of Affidavit are true to best of my/our knowledge & belief and nothing has been concealed therein.

(DEPONENT)

11.5	<p>Period of contract:</p> <p>The contract will be for 12 months. <i>Upon extension, if any, the submission of fresh Performance Guarantee of requisite value as per enhanced contract value and Fresh Affidavit of non-blacklisting shall have to be submitted to buyer.</i></p>
11.6	<p>Termination of Contract: Buyer reserves the right to pre-close or terminate the contract by affording the opportunity/ Notice of one month to the contractor/ agency in case of un-satisfactory performance of the contract.</p>
11.7	<p>Service and Support: An office of the Service Provider must be located in the tricity i.e. Chandigarh/Panchkula /Mohali. DOCUMENTARY EVIDENCE TO BE SUBMITTED.</p> <p><i>Documentary proof of office will be corroborated by physical inspection of office premises, which has to be for Commercial use.</i></p>
11.8	<p>The contractor/agency shall pay the minimum wages as approved by MCC in 326th meeting of General House of MCC. The difference/ arrear shall be given to the employee/ worker on the revision of Rates during the contract period and same will be reimbursed to the contractor/ agency by the Department. The contractor /agency shall ensure that the wages etc. paid to its employees so deployed are in conformity with the provisions of the contract labour (Regulation and Abolition) Act, 1970 and the rules made there under. The Contractor will collect the attendance of all engaged workers by the 2nd of each month from the respective office in buyer's organization. The attendance shall be biometric.</p>
11.9	<p>Deployment of existing working/deployed resources (Manpower): Number of existing working deployed resource of the procurement department having job satisfactory certificate, will be continued by the successful service provider under the new contract also subject to their consent to the terms and conditions of new contract conclude on the basis of the this bid.</p> <p><i>(This is w.r.t. letter No.19/C2/2021/PEO(GEM)/885 dated 25.10.2021 issued by the Finance Deptt., Chandigarh Administration, Chandigarh).</i></p>
11.10	<p>The agency has to supply the category of the other posts as per requirement during the contract period at the same allotted administrative charges.</p>
11.11	<p>Prohibition from seeking deposits or security amount: Seeking any deposits or security amounts from the deployed resources or any other form of monetary acceptance by the service provider is strictly prohibited. If any such complaint is received, incident will be raised on GEM Portal for suitable action as per incident Management Policy GEM. In addition buyer department may separately initiate suitable penal action as per their laid norms.</p> <p><i>(This is w.r.t. letter No.19/C2/2021/PEO(GEM)/885 dated 25.10.2021 issued by the Finance Deptt., Chandigarh Administration, Chandigarh).</i></p>
11.12	<p>The agency shall also get the insurance of all categories of staff as per the instructions issued by Engineer-in-charge. The insurance charges as per actual expenditure shall be paid over and above the quoted rates as this part is non-competitive and mandatory. Note:- the policy shall be conveyed by the Engineer-in-Charge.</p>
11.13	<p>The Contractor/Agency shall ensure that all the workers are insured with scheme PMSBY & PMJJBY.</p>

11.1 4	Identity Card:- The contractor/agency should provide identity card to all employees appointed under this contract within 15 days from the date of allotment of contract. However , proof sample (Uniform & identity card) need to be got approved from the office of the Engineer-in-charge.
11.1 5	The agency will replace the worker immediately if the work & conduct of staff found to be unsatisfactory during the duty, on the directions of the Engineer-in-charge.
11.1 6	In case, the services of staff are not provided by the contractor on time as per requirement or the worker found absent on duty, then recovery shall be made from the contractor at double the amount charged per day on approved rates.
11.1 7	GST/Any other TAX:- GST (if applicable) or any other tax (except Income Tax) payment of which is the liability of the principle employer, as applicable on the date of submission of tender, shall not be included in the rate quoted by the tenderer. However, GST applicable unless performing specified services as mentioned in twelfth schedule of Article 243W of the constitution services.
11.1 8	TDS: Income tax shall be deducted from the contractor's total monthly bill at source at the rates as applicable from time to time, in accordance with the instructions/rules applicable in this regard. The TDS will be payable on the full amount of the bill i.e. minimum wages + EPF + ESIC + ELDI + administrative charges.
11.1 9	Performance Security: The successful bidder shall submit the Electronic Performance Security @ 5% of the contract value within 15 days from the date of allotment of the contract, failing which penalty @Rs.500/- per day will be imposed. Further no payment shall be released to the contractor/agency against its bills until and unless requisite performance bank Guarantee is first submitted by the Agency.
11.2 0	The contractor/ agency shall be responsible for complying with all the relevant acts/rules/labour laws whatsoever are applicable as on date or made applicable in future during the period of the contract by State/Central Govt./judiciary/any other body and any liability in this regard will be borne by agency.
11.2 1	The agency will be fully responsible for any compensation or claim raised by the workers or any loss to the Buyer's Department due to negligence of the workers.
11.2 2	INDEMNITY BOND: Employment to the workers engaged by the contractor shall be entirely the contractor's responsibility in no case contractor's worker/employee shall have any right for employment in Municipal Corporation Chandigarh. <u>The successful bidder/agency shall have to submit Indemnity Bond duly registered with Notary Public/Registrar at the time of signing of the contract agreement.</u>
11.2 3	Adequate safety precautions for the workers engaged by the contractor shall be observed as per the relevant act. Any sort of compensations due to loss of lives, due to accident etc. shall be the responsibility of the contractor/agency.
11.2 4	The bidding firms must be registered with the government authorities such as EPF and ESIC. The copy of each of such registrations shall be attached with the Bid; Copies of the challans of ESIC & EPF deposited for the last two years on before the due date are also to be enclosed. <i>Failing which bid shall liable for rejection.</i>
11.2 5	The agency should have ESI registration Number with Main Code/Sub Code in Chandigarh after the award of the contract.

11.2 6	The agency shall submit Electronic Challan-cum-Return towards EPF/ESIC, along with deposited receipt of EPF/ESIC charges to the concerned Sub Division every month.
11.2 7	<p>Certificate of Financial Turn Over:</p> <p>Average Annual Financial Turnover during the immediate last three consecutive financial years of bidder/contractor/agency should be atleast 30% of the estimated bid value. The bidder should upload the Certificate from Chartered Accountant mentioning Financial Turnover of last 3 years ending on 31st March of the previous financial year with UDIN. <i>There is no need to upload entire voluminous Balance sheets.</i></p>
11.2 8	<p>The bidder/agency should have a NET WORTH CERTIFICATE from Chartered Accountant with Unique Document Identification Number (UDIN) of minimum 10 % amount of estimated bid amount. (Scanned copy of original to be uploaded) for the previous financial years as per specified FORMAT:</p> <p style="text-align: center;">FORM FOR CERTIFICATE OF NET WORTH FROM CHARTERED ACCOUNTANT</p> <p>"It is to certify that as per the audited balance sheet and profit & loss account during the financial year, the Net Worth of M/s (Name & Registered Address of individual/firm/ company), as on (the relevant date) is Rs. ... after considering all liabilities. It is further certified that the Net Worth of the company has not eroded by more than 30 % in the last three years ending on (March, 2025)."</p> <p>Unique Document Identification Number (UDIN)</p> <p>Signature of Chartered Accountant</p> <p>Name of Chartered Accountant</p> <p>Membership No. of ICAI Date and Seal</p>
11.2 9	The firms should have a Valid PAN/TAN number in the name of the agency/individual (In case of sole proprietorship) without which the bid would be liable to be summarily rejected .
11.3 0	The bidder should possess valid ISO 9001:2015, 45001:2018, 14001:2015 certification.
11.3 1	Bidder seeking exemption under MSME must have registered in Services category.
11.3 2	Bidder has to submit EMD exemption Certificate i.e. MSME/Udyam Certificate with the bid , failing to submission of the bidder will be liable for rejection.

11.3 3	<p>LABOUR LICENCE:</p> <p>It shall be mandatory for contractor to submit the PSARA Licence issued by the Chandigarh Administration at the time of tendering.</p> <p>As per contract Labour (Regulation & Abolition) Act, 1970, registration with Labour Department UT, Chandigarh is mandatory for Principle Employer (P.E) as well as the manpower contractors/agencies. The establishment/DDO/P.E. shall obtain registration certificate (R. C.) from the Labour Department UT, Chandigarh.</p> <p>The manpower contractor/agency shall obtain “Labour Licence” from the Labour Department UT, Chandigarh against this contract within 30 days from the commencement of contract and submit the same to the concerned office of the department (i.e. P.E.) along with first running bill.</p> <p>In case of non-submission of requisite Labour Licence, no payment will be released to the contractor/agency by the department apart from taking penal action as per rules by the office of Labour Commissioner UT, Chandigarh.</p> <p><i>In case contract period is required to be enhanced or during the contract period, if, there is any change in the requirement of manpower, then the “Labour Licence” shall have to be got renewed from the Labour Department UT, Chandigarh accordingly.</i></p>
11.3 4	<p>The agency shall transfer the salary through NEFT/RTGS or Online as per rates in the bank account of Employees by 7th of each month. If the agency fails to do so, a penalty @Rs .10,000/- per month shall be imposed and will be recovered from the bill of the agency. The agency will submit the bank statement or certificate from the bank as a proof regarding transfer of salary along with bill every month.</p>
11.3 5	<p>SERVICE AGREEMENT shall also be executed between buyer and seller.</p>
11.3 6	<p>ITCC: The Bidder/Agency shall submit Income Tax clearance certificate for last 3 financial years.</p>
11.3 7	<p>Intending Agencies/bidders must ensure that scanned copies of all the necessary documents as per CHECK LIST have been uploaded with the Bid.</p> <p><u>It may be ensured by the Bidders that the scanned copies only of the SPECIFIC DOCUMENTS are uploaded rather than uploading the voluminous/irrelevant documents. In case of having uploaded voluminous/irrelevant documents, the Department will not be responsible for any probable oversight of any specific/ relevant documents.</u></p>

11.3
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CHECK LIST of scanned copies of documents to be uploaded by intending Bidders/Agencies

i.	Start-ups, MSME registration in relevant category for EMD exemption.
ii.	Attested AFFIDAVIT of non Blacklisting as per specimen notarized within period of bid submission on stamp paper of Rs.100/-.
iii.	Proof of Office Address of service provider in tricity i.e. Chandigarh/Panchkula /Mohali.
iv.	FINANCIAL TURNOVER <i>duly issued by Chartered Accountant with UDIN Number.</i>
v.	NET WORTH certificates as per Bid Notice <i>duly issued by Chartered Accountant with UDIN Number.</i>
vi.	Copies of EPF & ESIC Registration Certificates.
vii.	Copies of challans of ESIC & EPF deposited for the last two years
viii.	Copy of Valid PAN/TAN number in the name of the agency.
ix.	Copy of valid ISO 9001:2015, 45001:2018, 14001:2015 certification
x.	PERFORMANCE CERTIFICATES/ documentary evidence of successful execution / completion in support of past experience of similar nature of services.
xi.	Labour Licence in past experience.
xii.	ITCC for last 3 financial years
xiii.	PSARA Licence
xiv.	Any other Document as specified in the Bid Notice.

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.

4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in

Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---